



NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS: ADMIN, 15R3F	RANK/GRADE: SSG/E6 (Minimum SGT/E5)	<input type="checkbox"/> N <input type="checkbox"/>	NATIONWIDE NCARNG SOLDIERS ONLY	ANNOUNCEMENT #: AGR-FTM 2017-75
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UNIT, LOCATION, POC:

D CO 1-130TH ARB/ Morrisville, NC
POC: SFC Richardson (984) 661-6315
mark.o.richardson.mil@mail.mil

OPENS:

8 August 2017

CLOSES:

22 August 2017

POSITION DESCRIPTION: Responsible for accomplishing the commander's plans and programs to attain the unit training and mobilization readiness objectives. Drafts training schedules and maintains training library and training aids account. Advises unit commander on unit mobilization posture and requirements and maintains unit mobilization plan. Advises enlisted soldiers on military education requirements and prepares applications for Army Service schools and extension courses. Prepares reports, briefing materials and correspondence related to training as required by the Readiness NCO, the commander and higher headquarters. Assists in unit recruiting and retention activities. Performs administrative and personnel duties in support of assigned unit. Advises commander and staff on personnel issues. Prepares memorandums, endorsements, AG messages, evaluation reports, strength and attendance reports, pay actions, and a variety of other personnel and administrative actions. Publishes and distributes unit orders. Prepares, sorts, and distributes incoming and outgoing correspondence. Performs other required duties.

QUALIFICATION REQUIREMENTS: **Must be qualified in MOS 15R or meet the 15R MOS Pre-requisites.** Must be a member of the Armed Forces. Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually. Must have the appropriate security clearance as prescribed by the MOS and duties assigned within the unit. Must have normal color vision. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB.

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). The documents listed above must be enclosed (photocopies only – do not send originals) Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to ng.nc.ncarng.mbx.hro-agr@mail.mil no later than 1630 hours (EST) on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

AGR APPLICATION CHECKLIST
M-DAY SOLDIERS

- _____ 1. NGB Form 34-1 AGR Application, can be found at
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>
(Include e-mail address at the top 1st page of NGB Form 34-1)
- _____ 2. Certified copy of ERB/ORB
- _____ 3. Personnel Qualification Record (Must be pulled in last 30 days)
- _____ 4. DA Form 705 reflecting latest APFT (must be current within 1 year)
_____ DA Form 3349 Physical Profile (for alternate APFT).
- _____ 5. DA 5500 (If Applicable)
- _____ 6. IMR (within 15 months)
- _____ 7. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>
- _____ 8. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 copies.
_____ SPC/E4 or a newly promoted SGT (Don't have 3 NCOERs), Need a letter of
recommendation from Unit Commander or senior NCO (SFC/E7 or above).
- _____ 9. All DA 1059's
- _____ 10. All DD Form 214 (must have items 23-30 included),
- _____ 11. NGB Form 23/23b (Current National Guard Soldier) Retirements Points History Statement (RPAM)
(Must be pulled in last 30 days)
- _____ 12. DA Form 1506 (Army Reserve or Regular Army Soldier) Statement of Service.

NOTE: Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED “NOT QUALIFIED” AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.

AGR APPLICATION CHECKLIST
AGR SOLDIERS

- _____ 1. OTAGNC Form 690-101, AGR Mobility Application, can be found at
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>
(Include e-mail address at the top 1st page of NGB Form 34-1)
- _____ 2. Certified copy of ERB/ORB
- _____ 3. Personnel Qualification Record. (Pulled within the last 30 days)
- _____ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
 - _____ Passed APFT.
 - _____ DA Form 3349 Physical Profile (for alternate APFT).
- _____ 5. DA 5500 (If Applicable)
- _____ 6. IMR (within 15 months)
- _____ 7. DA Form 7349 Annual Medical Certificate – Page 1 only (must be signed within 30 days).
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>
- _____ 8. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
 - _____ SPC/E4 or a newly promoted SGT (Don't have 3 NCOERs), Need a letter of recommendation from Unit Commander or senior NCO (SFC/E7 or above).
- _____ 8. All DA 1059's
- _____ 9. Letter of Recommendation from Brigade AO.
- _____ 10. Current AGR Orders.

NOTE: Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED “NOT QUALIFIED” AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.